

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

AGENDA

The monthly meeting of the Parish Council will be held on
Thursday 10th June 2021, at 7.30pm, in the meeting room at the Village Hall.

Councillors: You are hereby summoned to attend the above meeting for the purpose of transacting the following business.

EaAnstee

Elaine Anstee – Clerk

RECORDING OF MEETINGS

The law allows the council's public meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings, please let the Clerk know before the start of the meeting.

- 1. Present**
- 2. Apologies from Members**
- 3. Explanation from the Chair of the meeting about the protocol on the recording of meetings**
- 4. To approve the Minutes** of the Parish Council meeting on 20th May 2021 – minutes previously circulated.
- 5. Parish Councillors - Disclosure of interests on agenda items**
- 6. Meeting Open for Public Representation**

This is the only part of the meeting where members of the public are permitted to speak. The Parish Council's Standing Orders limit the time for this part of the meeting to 10 minutes in total unless otherwise directed by the chairman of the meeting. The Standing Orders specify that each member of the public shall not speak for more than three minutes.
- 7. WODC/OCC Matters**

A brief update from the relevant WODC or OCC councillor.

8. Matters Arising from Previous Meetings

a) *Traffic Calming Update*

- The Square, Aston – on hold until OCC officers provide options.
- Following the walk round with OCC officer on 26th May 2021 the quote request from Glasdon for the signs/gates for Cote/Shifford has been slightly amended and a revised quote requested.
- The installation request is with OCC officers on the proposed siting of the gates. These have been agreed following the meeting on 26th May and once the gates/signage is purchased the installation will be programmed.
- The draft proposal bringing all requests for 30 mph extensions around Aston and Cote together was submitted to OCC Highways officers on 30 April 2021 and discussed on 26th May 2021. The cost of the consultation will be £3,250 with the actual movement off or new signage being funded by OCC. This will be a lengthy process and may take until the autumn for all stages to proceed. The consultation is done via newspaper such as Oxford Mail and Times. If there are no objections officers can make the decision but if there are objections, then the proposals will have to go to the OCC Cabinet for decision.
- The remaining funds for traffic calming are £10,184.00.
For discussion and decision.

b) *Champing at the Cote Chapel*

To discuss the response from the trustees to questions posed by Parish Council at the meeting on 20th May 2021. See clerk's briefing notes page 3 for details.

c) *Future of North Farm*

No further update as of issue of the agenda.

d) *Land to the East of Back Lane*

There has been no further update or change to the deferment.

e) *Dog Poo Bin for end of Ham Lane*

There has been no response from Welch and Stammers Solicitors to the letter sent by the clerk on 7th May 2021. The clerk has placed the order for the new dog bin with Ubico Ltd.

f) *Anti-Social Behaviour*

There have been no reports of anti-social behaviour.

9. Correspondence

Clerk's Briefing Notes on Page 2.

10. PLANNING

New planning applications

Documents emailed to councillors on the 4 June 2021 for perusal prior to the meeting also available at <https://www.westoxon.gov.uk/planning-and-building/planning-permission/view-planning-applications/>

Reference	21/01588/FUL
Alternative Reference	PP-09794291
Application Validated	Tue 04 May 2021
Address	25 Foxwood Aston Bampton Oxfordshire OX18 2DZ
Proposal	Subdivision of existing dwelling to create two dwellings, works to include erection of two storey side extension and single storey rear extensions along with the provision of bin storage and accessible off-street parking to both dwellings.
Status	Under consideration

Update on Previous Planning Applications – For Information

Reference	21/01566/CND
Alternative Reference	PP-09789750
Application Validated	Fri 30 Apr 2021
Address	Chimney Meadows Nature Reserve Chimney Bampton
Proposal	Discharge of condition 5 (Archaeological Written Scheme of Investigation) of planning permission 20/03409/FUL
Status	Decided
Decision	Approve
Decision Issued Date	Tue 18 May 2021

Reference	21/00857/HHD
Alternative Reference	Not Available
Application Validated	Wed 24 Mar 2021
Address	6 Vicarage Close Aston Bampton Oxfordshire OX18 2BZ
Proposal	Construction of detached double garage.
Status	Decided
Decision	Approve

Reference	21/00416/HHD
Alternative Reference	PP-09471730
Application Validated	Fri 05 Mar 2021
Address	4 Chimney Farm Cottages Chimney Bampton OX18 2EH
Proposal	Erection of a detached garage, with new site entrance to accommodate parking (part retrospective) (amended plans)
Status	Decided
Decision	Approve
Decision Issued Date	Thu 13 May 2021

11. New Business

a) *HRH Queen Elizabeth II Platinum Jubilee 2022*

- The Queen's green canopy (QGC) is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invites people from across the United Kingdom to "Plant a Tree for the Jubilee." QGC will be working with the woodland trust and the **Platinum Jubilee Community Planting** is specifically aimed at projects for youth groups, Parishes, Residents' Associations. There are free trees available from June 2021 for parishes to apply for through the Woodland Trust. Further information at <https://queensgreencanopy.org/>.

b) *St James Church – Grant Request – Grass Cutting*

To discuss and decide on St James request for grant of £616 for grass cutting in the church yard in 2020. The budgeted grant is £700.00. Letter and accounts are on pages 4 to 8 of the clerk's briefing notes.

c) *Governance – Policies for Review*

The following policies were adopted in June 2018 and are due for review. The main changes are updating of contact details, new clerk email address and they have been checked against the latest ICO advice notes available on <https://ico.org.uk/>.

- Data Security Policy
- Data Retention Policy
- Data Breach Policy
- Data Subject Request
- Privacy Notice
- Privacy Notice – Staff, Councillors and Role Holders

The draft documents are on pages 9 to 27 of the clerk's briefing notes.

12. Community Trust

13. Parish Infrastructure

a) *Village maintenance*

To identify any current maintenance work required. Remaining budget for 2021/22: £1,500.

b) *Length's person 2021*

To discuss purchasing direct the services of the contractor for the War Memorial maintenance as and when needed to clean road signs, vegetation, and other small maintenance jobs under the village maintenance budget.

c) *Noticeboard for Cote*

The design and budget for a noticeboard in Cote was agreed at the meeting in April 2021 but the site required further investigation. The options are:

- By the telephone box

- By the telegraph pole/hedge at the allotments
- By the bench

For discussion and decision.

d) *Defibrillator for Chimney*

The Clerk and contractor met on site on 3rd June to look at designs for the defibrillator shelter. For the Parish Council to decide if they want the plans to be discussed at Full Council or delegated.

14. FINANCE

a) *Account Balances—see Clerk’s Briefing Notes Page 28 (for information)*

b) *Clean Slate*

To consider the request for a grant of £100 from Clean Slate – details in the clerk’s briefing notes on page 29 to 31. The Parish Council has supported Clean Slate for the last two years.

c) *Revised Budget for 21/22*

The revised budget proposal is on page 32 of the Clerk’s Briefing notes with proposed changes highlighted.

d) To RESOLVE to approve the following payments for the period June 2021.

	NET	VAT	Gross Amount
Clerk’s expenses 367 x 7p/Microsoft Office £43.20/ 96p postage for audit.	62.65	7.20	69.85
WODC – Grounds Main/Weed Spraying 09/04/2021- Invoice 33412631	493.49	98.70	592.19
Des Johnson – Invoice 2156 – Grass Cutting/War Memorial Maintenance	115.00		115.00
OALC – Village Green Training – 25 May 2021 Inv W-1627	50.00	10.00	60.00
DF Williams Inv 102684 – Bus Shelter Cleaning	134.68	26.94	161.62
Total to be decided and approved	£855.82	£142.84	£998.66
Monthly Standing Orders			
Clerk’s Salary	341.16		341.16
WODC Dog Bin emptying Inv 33410738	20.17	4.03	24.20
HMRC PAYE	80.60		80.60
Total SDOs	£441.92	£4.03	£445.95
Total	£1,297.74	£146.87	£1,444.61

15. CONFIDENTIAL

- To resolve to exclude the press and the public in accordance with the Public Bodies (Admission to Meetings) Act 1960.
- Clerk's hours review see report in Clerk's Briefing Notes pages 33 to 34.

16. Parish Councillors' reports from meetings attended since last meeting.

**17. Matters arising since publication of agenda/
Matters which Councillors may wish to raise for inclusion on next agenda.
(for discussion only)**

18. Date of next meeting: Thursday 1st July 2021, 7.30pm
the Monthly meeting of Parish Council